



Push Button Procurement Manual



Step 1: Login to the GeM account

English | Dark Mode | Font Size A- A A+ | Skip to Main Content | 1800-419-3436 | helpdesk-gem[at]gov[dot]in | Need Help ?


  **GeM**
Government e Marketplace


Bids | Sign Up

Not Registered with GeM ? Sign up to experience the Marketplace

 Register as Buyer |  Register as Seller


Need help with your Login ?


 **Raise a Ticket**
Agents and experts available on a single platform ready to help you

 **Contact Us**
Email. helpdesk-gem[at]gov[dot]in
Call: 1-1800-419-3436 / 1-1800-102-3436 (8 am - 8 pm Mon to Sat)

Login in to Government e Marketplace | GeM

Dear User,
You can now login in GeM using your NIC e-mail credentials.

NIC Email ID * 

Enter NIC Email Password * 

[Forgot your NIC Email password ?](#)

Step 2: Select the category of the required product.

The screenshot shows a web browser window with the URL mkp.gemorion.org/market. The page header includes the GeM logo, the text "75 Azadi Ka Amrit Mahotsav", and navigation links for "Dashboard", "Market", "Forward Auction", "Bids", and "Push Button Procurement". The user's name "ShivshankarChoudhury Malhotraanannan" is displayed in the top right.

A search bar in the center contains the text "soft". A dropdown menu is open below the search bar, listing the following categories:

- Soft bid3>>Soft bid4
- SOFT BID>>SOFT BID-cat
- business function specific **soft**ware>>backup and replication **soft**ware
- IR-TIMBER>>IR-**Soft**wood.
- 43232100>>designing **soft**ware
- IR-Acid, chemicals and chemical products (including soaps, disinfectants, insecticides, explosives and vegetable oils)>>IR-Chemicals for water **soft**ening.

Below the search bar, there is a "NOTIFICATIONS" section and a banner for "GeM facilitates procurement for POSHAN ABHIYAAN". The banner includes the text "POSHAN Abhiyaan PM's Overarching Scheme for Holistic Nourishment" and the slogan "सही पोषण - देश रोशन". There is also an "Ask GeMmy" button and an "Explore Now" button.

At the bottom of the page, there is a "Products on GeM" section with a "Show all" button.

Step 3: Opt for PBP check box under the ADMINISTRATIVE filter.

The screenshot shows a web browser window with the URL `mkp.gemorion.org/softbid-cat-softbid-softbid-softbid-cat/search`. The browser's address bar and tabs are visible at the top. The page content includes a navigation bar with 'CATEGORIES' and 'SOFTBID-cat'. Below this is a 'NOTIFICATIONS' banner. The main section is titled 'SOFTBID-Cat (Q3 Category) (Specifications)' and features an 'Invite Seller' button. A 'FILTERS' sidebar on the left includes an 'ADMINISTRATIVE' filter with a minus sign, and an 'Intent Of Buying' section with checkboxes for 'BID/RA', 'PAC', and 'PBP'. The 'PBP' checkbox is checked, and a tooltip explains: 'Choose PBP to create Push Button Procurement Notice & get best price. It is valid up to INR 1,00,000/-'. Below the filters is a 'SELECT CON' button and an 'Include Out of Stock' dropdown. The main content area shows 'Showing 28 Results In SOFTBID-cat' and a grid of three product listings. The first two listings are for 'brand 4 soft bid' and 'brand brand soft bid', both featuring images of black headphones with the 'BOAT' logo. The third listing is for 'Unbranded soft bid' and features an image of a motorcycle. At the bottom, there is an 'Ask GeMmy' chat icon and buttons for 'PRODUCT COMPARE' and 'PRODUCT HISTORY'.

Step 4: Add consignee, quantity, and delivery location post popup

ADMINISTRATIVE Testmeasure ([]): 5.0 X

Intent Of Buying ?

Current L1

BID/RA

PAC

PBP ?

Delivery Lo

SELECT CONS

Include Ou

PRODUCT COMPARE ? PRODUCT HISTORY ?

Start Comparison

Delivery Location X

Multiple consignees are not allowed in DP, L1 and PBP. However buyers can add multiple consignees in procurement through bid.

State	Delivery Location	Quantity (NOS.)
UTTAR PRADESH v	ShivshankarChoudhury Malhotraanannanan, Abc,... v	100

SEARCHRESET

Step 5: The system prompts for comparison and the buyer needs to compare the Products within in 3 different OEMs

The screenshot shows a web browser window with the URL `mkp.gemorion.org/softbid-cat-softbid-softbid-softbid-cat/search#/?C5782M[]=5.0&_xhr=1`. The page displays a product listing for "Brand 6 soft bid" under the "Current L1" section. The product details include a seller labeled "OEM", a brand name "Brand 6", and a minimum quantity of 1 per consignee. The price is listed as ₹ 43,500.00. A red box highlights the "Compare" checkbox, which is currently checked. To the right of the product details, there are test specifications: Test-1 (40), Testmeasure (5 inch), and Testnumeric (4). A message at the bottom of the product card states: "Products costing more than ₹ 25,000.00 must be compared. Please Compare Product before adding to cart".

The bottom navigation bar features two tabs: "PRODUCT COMPARE (1)" and "PRODUCT HISTORY (0)". The "PRODUCT COMPARE" tab is highlighted with a red box. Below the navigation bar, there is a "Start Comparison" button and two "add item to compare" buttons. A "Clear all" link is also present. A chatbot icon labeled "Ask GeMmy" is visible in the bottom left corner.

Step 6: Select three catalogues of different OEMs and click on start comparison

Browser tabs: Inbox (16) - gau x | Gem-Ops - Cha x | PBP User Manu x | (3) WhatsApp x | [GEMPRODSUF x | SOFTBID-cat | x | Annotate Imag x | +

URL: mkp.gemorion.org/softbid-cat-softbid-softbid-softbid-cat/search#/?CS782M[]=5.0&_xhr=1

brand brand soft bid

Seller: OEM

✓ ⚠

Brand: brand brand
Min. Qty. Per Consignee: 1

₹ 90,000.00

Compare

Products costing more than ₹ 25,000.00 must be compared. Please Compare Product before adding to cart

test 10 soft bid

Seller: OEM

✓ ⚠

Brand: test-10
Min. Qty. Per Consignee: 1

₹ 105,000.00

Compare

Products costing more than ₹ 25,000.00 must be compared. Please Compare Product before adding to cart

PRODUCT COMPARE (3) | PRODUCT HISTORY (0)

Brand 6 soft bid

Ask GeMmy

WOMANIYA MSE Entrepreneur
brand brand soft bid

test 10 soft bid







Start Comparison

[Clear all](#)

Step 7: Add the system generated L1 product to the cart to proceed further.


Inbox (16) - gaurav x Gem-Ops - Chat x PBP User Manual - x (3) WhatsApp x [GEMPRODSUP-20 x GeM x + x

mkp.gemorion.org/products/compare?browse_node_id=home_so32487612_soft_soft_soft

	CATEGORY CURRENT L1	PRODUCT ADDED BY YOU	PRODUCT ADDED BY YOU	PRODUCT ADDED BY YOU
<p>Products costing more than ₹ 25,000.00 must be compared. Please Compare Product before adding to cart</p> <p> Ask GeMmy</p>	<p>Brand 6 soft-bid</p> <p>₹ 43,500.00</p> <p>ADD TO CART</p>	<p>brand brand soft-bid</p> <p>₹ 90,000.00</p> <p>ADD TO CART</p>	<p>test-10 soft-bid</p> <p>₹ 105,000.00</p> <p>ADD TO COART</p>	<p>Brand 6 soft-bid</p> <p>₹ 43,500.00</p> <p>ADD TO CART</p>
	<p></p> <p>Brand 6 soft bid</p> <p>₹ 43,500.00</p>	<p> WDMANIYA MSB Entrepreneur</p> <p></p> <p>brand brand soft bid</p> <p>₹ 90,000.00</p>	<p></p> <p>test 10 soft bid</p> <p>₹ 105,000.00</p>	<p></p> <p>Brand 6 soft bid</p> <p>₹ 43,500.00</p>

Step 8: Post carting of the product, buyer need to create a push button procurement notice by clicking the create PBP notice

The screenshot shows a web browser window with the URL mkp.gemorion.org/purchase/511687787338735/checkouts/user_info_new. The page features a navigation bar with a notification: "Forward Auction is live now. To know more, [click here](#)". Below this is a "NOTIFICATIONS" section with a plus icon. The main content area is titled "SHOPPING CART" and contains a table with the following data:

Product Title	Unit Price	Quantity	Sub Total
Brand 6 soft-bid  Item Added on 19.08.2022 10 DAYS LEFT Comparison Sheet	₹ 145.00	3	₹ 435.00

Below the shopping cart is an orange button labeled "CREATE PBP NOTICE". A light blue informational box below the button states: "PBP Notice can be created to get best price for the product, all eligible sellers on GeM will be allowed to offer their reduced rates within 3 days, post which you can place direct order." At the bottom left, there is a blue "Ask GeMmy" button with a chatbot icon.

Step 9: Buyer may reconfirm and update the quantity and delivery period prompt for saving the details.

HOME / PBP Notice

Kindly publish the PBP Notice to get price offerings from sellers/service providers within 3 days. You can change the quantity and delivery period as per your requirement before publishing PBP Notice.

PBP Notice Number: GEM/2022/PBP/153

Item(s): SOFTBID-cat Consignees / Delivery Location(s) Create Date: N/A
Item Specification(s) End Date: N/A
Total Participations: 0 PBP Notice Status : Not Completed

Cancel

1. ITEM SPECIFICATIONS >

2. CONSIGNEES v

Items 1

SOFTBID-cat (3)

Consignees and Quantity

S.No	Consignee	Address	Quantity*	Delivery Days*
1	Shivshankarabnannananannanananaannanan Sharma	Street 1 new Delhi,110001	<input type="text" value="3"/>	<input type="text" value="30"/>

Publish PBP

Step 10: Buyer confirms the to save changes

The screenshot shows a web browser window with the URL `sb.gemorion.org/publish/5356?from_market=true`. A modal dialog box titled "Save" is displayed in the center, asking "Do you want to save, are you sure?" with "OK" and "Cancel" buttons. The background page is partially visible, showing a sidebar with sections "1. ITEM SPECIFICATION" and "2. CONSIGNEES". Under "2. CONSIGNEES", there is a section "Items 1" containing a table with one row: "SOFTBID-cat (100)". Below this is a section "Consignees and Quantity" with a table header.

S.No	Consignee	Address	Quantity*	Delivery Days*
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Step 11: Post which the PBP notice is published

sb.gemorion.org/publish/5356?from_market=true

Need Help? | ShivshankarChoudhury Malhotraanannan

GeM Government e Marketplace 75 Azadi Ka Amrit Mahotsav

Dashboard Market Forward Auction Bids Push Button Procurement View Past Performance

HOME / PBP Notice

PBP Notice Number GEM/2022/PBP/172 published successfully. Buyers will get the best offer from sellers post PBP end date.

PBP Notice Number: GEM/2022/PBP/172

Item(s): SOFTBID-cat	Consignees / Delivery Location(s)	Create Date: 07-09-2022 05:15PM
Item Specification(s)		End Date: 10-09-2022 05:15PM
Total Participations: 0		PBP Notice Status : Published

Cancel

Opening of PBP by Buyer Post Seller offer submission

Step 1: Buyer may click on the PBP notice tab to see the list of PBP notices.

The screenshot shows the GeM website interface. The browser address bar displays the URL: sb.gemorfon.org/?page=1&per_page=20&tab=PBP%20Notice&search=%7B%7D. The page title is "PBP Notice". A search bar with a "Filter By" dropdown and a search icon is present. The main content area displays a list of PBP notices. The first notice is highlighted with an orange header: "PBP Notice Number: GEM/2022/PBP/83". Below the header, the following details are shown:

Item(s): SOFTBID-cat	Consignees / Delivery Location(s)	Create Date: 20-07-2022 02:42PM
Item Specification(s)		End Date: 23-07-2022 02:42PM
Total Participations: 5		PBP Notice Status : Published

A red "Cancel" button is located at the bottom right of the first notice card. The second notice is partially visible below, with an orange header: "PBP Notice Number: GEM/2022/PBP/72". The details for the second notice are:

Item(s): SOFTBID-cat	Consignees / Delivery Location(s)	Create Date: 19-07-2022 10:32AM
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An "Ask GeMmy" chat button is visible in the bottom left corner of the page.

Step 2: The buyer click of the view offers to see the offers against PBP notice whose participation date has been closed.

GeM | Bid Lists x GeM | OPS x +

sb.gemorfon.org/?page=1&per_page=20&tab=PBP%20Notice&search=%7B%7D ☆ 🌈 🛠️ 🗄️ Incognito

PBP Notice Number: GEM/2022/PBP/83

Item(s): SOFTBID-cat Consignees / Delivery Location(s) Create Date: 20-07-2022 02:42PM
Item Specification(s) End Date: 20-07-2022 03:25PM
Total Participations: 5 PBP Notice Status : Closed
View Offers Cancel

PBP Notice Number: GEM/2022/PBP/74

Item(s): SOFTBID-cat Consignees / Delivery Location(s) Create Date: 19-07-2022 11:10AM
Item Specification(s) End Date: 19-07-2022 11:51AM
Total Participations: 5 PBP Notice Status : Order Created
View Offers

Ask GeMmy Number: GEM/2022/PBP/68 Validity expired on: 31-07-2022 05:45PM

Item(s): SOFTBID-cat Consignees / Delivery Location(s) Create Date: 19-07-2022 05:45PM

Step 3: Buyer can see all offers against that PBP notice and Seller details won't be visible.

Back to Index



PBP Notice Number: GEM/2022/PBP/83

Item(s): SOFTBID-cat Consignees / Delivery Location(s) Create Date: 20-07-2022 02:42PM
Item Specification(s) End Date: 20-07-2022 03:25PM
Total Participations: 5 PBP Notice Status : Opened

Cancel

1. PARTICIPATIONS

List Of Sellers/Service Providers Participated

S.No.	Seller/Service Provider Name	Participated On	Status	Evaluation Details
1	****	Jul 20, 2022	Accepted	Evaluation Details
2	****	Jul 20, 2022	Accepted	Evaluation Details
3	****	Jul 20, 2022	Accepted	Evaluation Details
4	****	Jul 20, 2022	Accepted	Evaluation Details
5	****	Jul 20, 2022	Accepted	Evaluation Details

2. FINANCIAL EVALUATION

Step 4: The buyer can see the specifications by clicking on “Evaluation Details”

The screenshot shows a web browser window with the URL `sb.gemorlon.org/opening/5106`. A modal window titled "Specifications" is open, displaying the following information:

- PBP Notice Number: GEM/2022/PBP/83
- Seller/Service Provider Name: ****
- Specification Details (dropdown menu)
- Items (1): SOFTBID-cat (300)

The background page shows a table with the following data:

S.No.	Seller Name	Date	Status	Evaluation Details
1				
2				
3	****	Jul 20, 2022	Accepted	Evaluation Details
4	****	Jul 20, 2022	Accepted	Evaluation Details
5	****	Jul 20, 2022	Accepted	Evaluation Details

Step 5 : Buyer needs to click View Price Offering Button to open financials offering

The screenshot shows a web browser window with the URL sb.gemorion.org/opening/5106. The page features a progress bar at the top with two stages: 'PARTICIPATIONS' (indicated by a green dot) and 'FINANCIAL EVALUATION' (indicated by a blue dot). Below the progress bar, there is a white box containing the following information:

- PBP Notice Number:** GEM/2022/PBP/83
- Item(s):** SOFTBID-cat
- Item Specification(s):**
- Total Participations:** 5
- Consignees / Delivery Location(s):**
- Create Date:** 20-07-2022 02:42PM
- End Date:** 20-07-2022 03:25PM
- PBP Notice Status:** Opened

A red 'Cancel' button is located at the bottom right of this information box. Below the white box, there are two orange navigation bars:

- 1. PARTICIPATIONS** (with a right-pointing chevron)
- 2. FINANCIAL EVALUATION** (with a down-pointing chevron)

A green 'View Price Offering' button is positioned below the navigation bars. At the bottom of the page, there is a navigation menu with the following items: 'Ask GeMmy' (with a chat icon), 'WEB INFO', 'ABOUT GEM', 'NEWS & EVENTS', 'RESOURCES', 'TRAINING', and 'NEED HELP ?'.

Step 6: buyer needs to authenticate the opening of financial offering by OTP

The screenshot shows a web browser window with the URL sb.gemorion.org/opening/5106. The page is titled "GeM | Bid Opening" and is displayed in Incognito mode. A modal window titled "OTP Verification" is centered on the screen. The modal contains the following elements:

- A text input field labeled "Enter OTP*" with a red asterisk.
- A blue button labeled "Verify OTP".
- A timestamp "09:53" and the text "Not received OTP in 10 mins?".
- A grey button labeled "Resend OTP".
- A green success message: "OTP has been successfully sent to #####8725 and email b#####@gembuyer.in".
- A close button (X) in the top right corner.

The background page shows a "Back to Index" button, a "PBP Notice Number: GEM/2022/PI" banner, and a list of items including "Item(s): SOFTBID-cat" and "Total Participations: 5". There are also navigation tabs for "1. PARTICIPATIONS" and "2. FINANCIAL EVALUATION". The footer contains a navigation menu with categories: "ABOUT GEM", "NEWS & EVENTS", "RESOURCES", "TRAINING", and "NEED HELP?".

Step 7: Post which system will show financial details of the L1

[← Back to Index](#)

PARTICIPATIONS FINANCIAL EVALUATION AWARDED SELLERS/SERVICE PROVIDERS ORDER CREATION

PBP Notice Number: GEM/2022/PBP/83

Item(s): SOFTBID-cat **Consignees / Delivery Location(s)** **Create Date:** 20-07-2022 02:42PM
Item Specification(s) **End Date:** 20-07-2022 03:25PM
Total Participations: 5 **PBP Notice Status :** Opened

[Cancel](#)

1. PARTICIPATIONS >

2. FINANCIAL EVALUATION >

3. AWARDED SELLERS/SERVICE PROVIDERS v

S.No.	Seller/Service Provider Name	Offered Item	Total Price	Rank	Detail
1	****	Item Categories : SOFTBID-cat	₹ 39,600.00	L1	Detail

4. ORDER CREATION >

Step 8: Buyer may check L1 Seller's offered Price as per Unit by clicking on "Detail"

The screenshot shows the GeM Bid Opening interface. A modal window titled "Offered Price Details" is open, displaying the following information:

Category	Quantity	Price Parameters	Total Price				
SOFTBID-cat	300	<table border="1"><thead><tr><th>Display name</th><th>Value</th></tr></thead><tbody><tr><td>Unit Price</td><td>132</td></tr></tbody></table>	Display name	Value	Unit Price	132	₹ 39,600.00
Display name	Value						
Unit Price	132						

The background page shows a table of bidders with the following data:

S.No.	Seller/Service Provider Name	Offered Item	Total Price	Rank	Detail
1	****	Item Categories : SOFTBID-cat	₹ 39,600.00	L1	Detail

At the bottom of the page, there is a navigation menu with the following sections:

- WEB INFO: Ask GeMmy, Document Help
- ABOUT GEM: Introduction to GeM, Statistics, Right to Information
- NEWS & EVENTS: Newsroom, Gallery, Notifications
- RESOURCES: GeM Handbook, OM's/Circulars, Terms and Conditions
- TRAINING: LMS, Training Calendar, Training Module
- NEED HELP?: FAQs, Feedback, Raise a Ticket

Step 9: Buyer may create the order by clicking on the create order tab.

Back to Index



PBP Notice Number: GEM/2022/PBP/83

Item(s): SOFTBID-cat
Item Specification(s)
Total Participations: 5

Consignees / Delivery Location(s)

Create Date: 20-07-2022 02:42PM
End Date: 20-07-2022 03:25PM
PBP Notice Status : Opened

Cancel

1. PARTICIPATIONS



2. FINANCIAL EVALUATION



3. AWARDED SELLERS/SERVICE PROVIDERS



4. ORDER CREATION



Create Order

Step 9:Buyer needs to enter the basic financial details shown below

Forward Auction is live now. To know more, [click here](#)

NOTIFICATIONS



Your demand no 511687726983244 has been saved successfully. Kindly fill the financial details and proceed further

STEP 1 Order Summary



STEP 2 Financial Details

Select Payment Authority

Please select payment authority

Designation of official providing administration approval *

Designation of official providing financial approval *

GST / Tax Invoice to be raised in the name of *

Buyer Consignee

Do you want bill to be processed by Consignee *

Yes No

TDS to be collected under?

Income Tax GST Act

IFA Concurrence / Competent Authority (HOD / Head of Office) Approval Required?

Yes No

Amount to be Paid

₹ 39,600.00

Financial approval *

No file chosen

Please upload file in .pdf format with size not exceeding 2MB.

CONTINUE

Step 10: Post which buyer needs to click on accept and save to proceed further

The screenshot shows a web browser window with the URL mkp.gemolion.org/purchase/511687726983244/checkouts/approval_new. A modal window titled "Generate Contract" is open, displaying the following text:

Terms and Conditions

1. General Terms and Conditions-

1.1 This contract is governed by the [General Terms and Conditions](#), conditions stipulated to this Product/Service as provided in the Marketplace.

1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable

At the bottom of the modal, there is a blue button labeled "Accept & Save".

Step 11: Authenticate the order to be created through the DSC/esign and OTP

GeM x +

mkp.gemorion.org/purchase/511687726983244/checkouts/approval_new

NOTIFICATIONS +

Your demand no 511687726983244 has been saved successfully. Kindly verify your financial approval pdf file.

STEP 1 Order Summary

STEP 2 Financial Details

STEP 3 Documents

PDF
FINANCIAL DETAILS

Ask GeMmy

VERIFY WITH OTP OR ESIGN DOCUMENT OR DSC VERIFY

Step 12: Post which the order gets generated.

Forward Auction is live now. To know more, [click here](#)

NOTIFICATIONS +

✔ Your contract no GEMC-511687726983244 has been Saved and Your Order is Placed Successfully

STEP 1 Order Summary

Name : Vinay Gupta

Email : bkbuyer@gembuyer.in

DEMAND NO : 511687726983244

DEMAND DATE : 20-07-2022

Product Title	Quantity	Unit Price	Sub Total	Material Number
 BRAND 6 SOFT-BID	300	₹ 132.00	₹ 39,600.00	

